

# Georgina Public Library Board Policy Manual

## Policy Title: BOARD EVALUATION

**Category: Governance**

### Intent

The intent of this policy is to provide guidelines to monitor the library board's effectiveness in fulfilling its major responsibilities and achieving strategic goals.

### Regulations

1. The Library Board will evaluate its effectiveness every two years.
2. The Chair is responsible for managing the evaluation process.
3. The evaluation will encompass three areas of evaluation:
  - a. Board effectiveness
  - b. Board conduct
  - c. Board relationship with Director/CEO
  - d. Board member performance (self-evaluation)
  - e. Chair feedback

### Attachments:

- GPL Self Evaluation Form

POLICY HISTORY:	
Initial Draft	August 16, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	September 20, 2018
Board Review & Amendment	



# Georgina Public Library Board Self-Evaluation

Name \_\_\_\_\_ For period from \_\_\_\_\_  
(optional)

## Board Self Evaluation Instructions

All board members should answer each question as honestly as possible.

Sections A, B, and C will be compiled and discussed by the whole board.  
The Library CEO/Director should also complete these sections.

Section D is for your own personal evaluation and is not shared or  
discussed with the board.

Section E provides valuable feedback to the Chairperson.

Select the response that best reflects your opinion. The rating scale is as  
follows:

- 1 - Strongly Disagree
- 2 - Disagree Somewhat
- 3 - Neutral or N/A
- 4 - Agree Somewhat
- 5 - Strongly Agree

Section A: How Well Has the Board Done Its Job?

Statement	Rating				
	1	2	3	4	5
1. The Georgina Public Library operates with a strategic plan or a set of measurable goals and priorities.					
2. The board's regular meeting agenda items reflect our strategic plan or priorities.					
3. The board has created or reviewed, in this period, some key governance policies.					
4. The board gives direction to the Library CEO/Director on how to achieve the goals by setting, referring to, or revising policies.					
5. The board has identified and reviewed the Library's relationship with each of its key stakeholders.					
6. The board has ensured that the library's accomplishments and challenges have been communicated to key stakeholders.					
7. The board has understood and respected our role in governance and not operations.					

Section B: How Well Has the Board Conducted Itself?

Statement	Rating				
	1	2	3	4	5
1. As board members we are aware of what is expected of us.					
2. The agenda of board meetings are well planned so that we are able to get through all necessary board business.					
3. It seems like most board members come to meetings prepared.					
4. We receive written reports to the board in advance of our meetings.					
5. We all support the decisions we make.					
6. The board assesses its composition and strengths in advance of recruiting new board members.					
7. Our board meetings are always interesting and frequently fun.					

Section C: Board’s Relationship with Executive Director

Statement	Rating				
	1	2	3	4	5
1. There is good two-way communication between the board and the executive director.					
2. The board trusts the judgment of the executive director.					
3. The board has discussed and communicated the kinds of information and level of detail it requires from the executive director.					
4. The board has developed formal criteria and a process. for evaluating the executive director.					
5. The board, or a committee of the board, has formally evaluated the executive director within the past 12 months.					
6. The board evaluates the executive director primarily on the accomplishment of the organization’s strategic goals and priorities and adherence to policy.					
7. The board provides feedback and shows its appreciation to the executive director on a regular basis.					

Section D: My Performance as an Individual Board Member  
(Not shared)

Statement	Rating				
	1	2	3	4	5
1. I am aware of what is expected of me as a board member.					
2. I have a good record of meeting attendance.					
3. I read the minutes, reports and other materials in advance of our board meetings.					
4. I am familiar with what is in the organization's by-laws and governing policies.					
5. I am encouraged by other board members to express my opinions at board meetings.					
6. I am a good listener at board meetings and rarely engage in side conversations.					
7. I follow through on things I have said I would do.					
8. I maintain the confidentiality of all board decisions.					
9. I support board decisions once they are made even if I do not agree with them.					
10. I promote the work of our organization in the community whenever I had a chance to do so.					

Section E: Feedback to the Chair of the Board (*Optional*)

Statement	Rating				
	1	2	3	4	5
1. The chair is well prepared for board meetings.					
2. The chair helps the board stick to the agenda.					
3. The chair tries hard to ensure that every board member has an opportunity to be heard.					
4. The chair has demonstrates versatility in facilitating board discussions.					
5. The chair knows how to be direct with an individual board member when their behaviour needs to change.					
6. The chair helps the board work well together.					
7. The chair demonstrates good listening skills.					
8. The board supports the chair.					